

SF50 History Application User Guide

24 May 2001

Description: The SF50 History Application is a web based application that allows users, at sites that have converted to the modern system, to view and print individual SF50's for employees they service or manage. The SF50 database contains records from both the legacy PPI system and the modern system. New SF50's are extracted nightly from each modern regional database and loaded the following day in a centralized database. In order to access the application, a user must have a browser with encryption installed and a CSU userid and password. The application runs in secured mode, so you should always see the lock button displayed on your browser.

SF50 Login Process

To login to the SF50 application, you must first start your web browser and then enter the following [URL:https://cpsapp2.belvoir.army.mil/sf50](https://cpsapp2.belvoir.army.mil/sf50). A popup security window (figure 1) will appear asking you to accept a certificate. Press yes and the SF50 login screen will appear (figure 2).



Figure 1

SF50 History Application User Guide

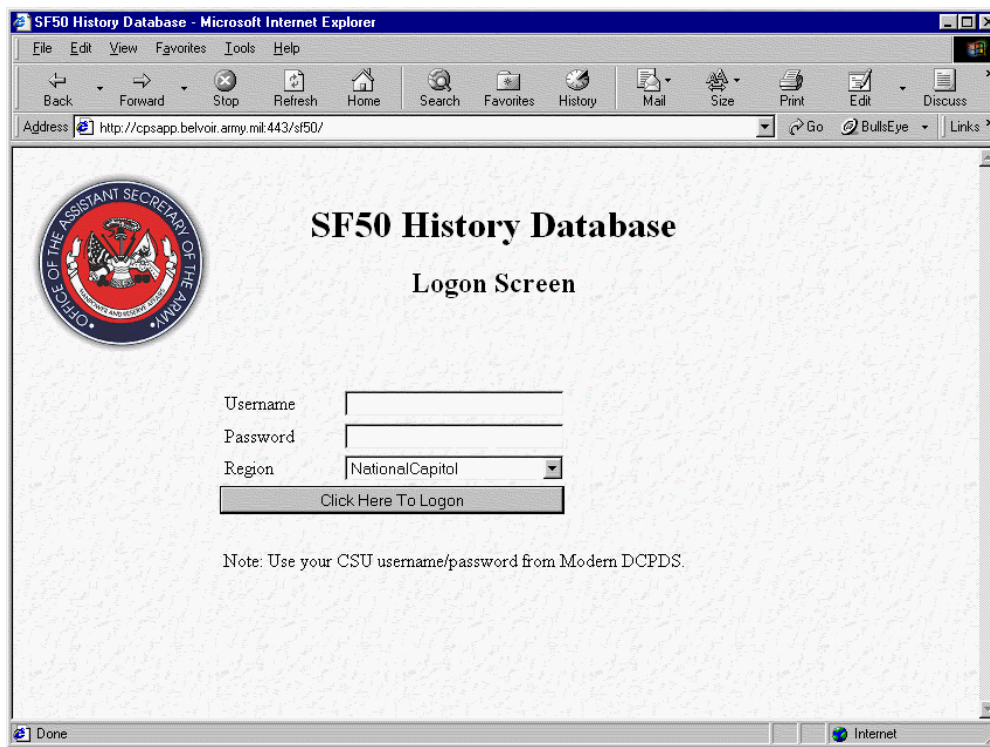


Figure 2

Enter your CSU userid and password and select the region you are connecting to from the dropdown box. Once this is done, click on the logon button. The application will check the CSU database at the region selected to determine if the userid/password is valid. If the userid/password is valid then the SSAN search screen (figure 3) will appear.

SF50 History Application User Guide

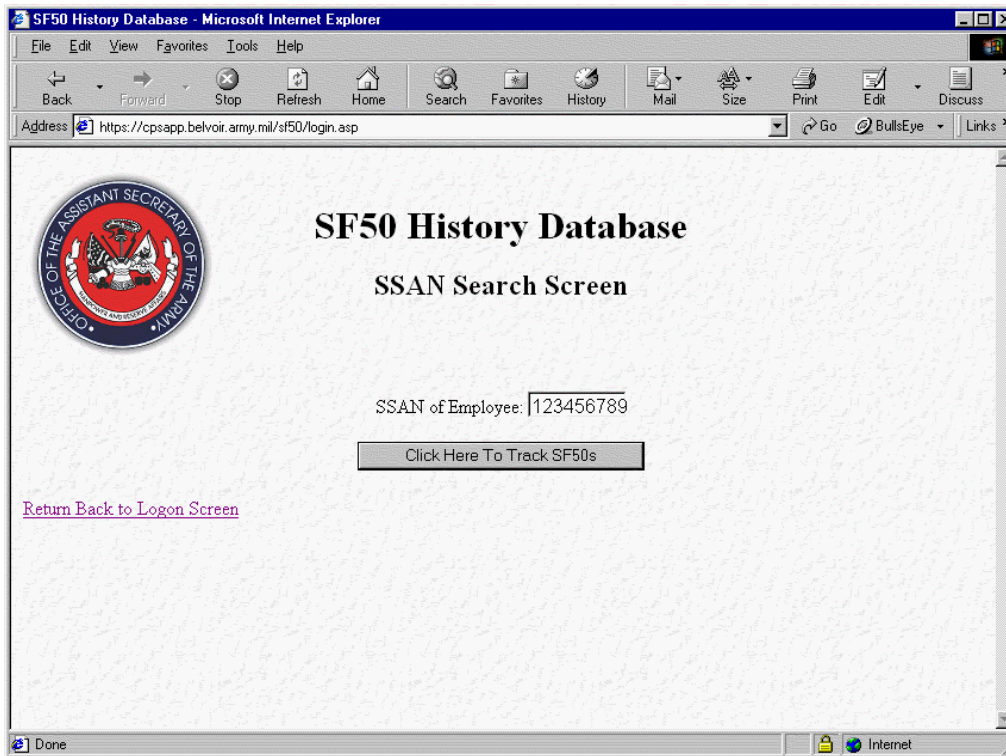


Figure 3

Once the SSAN Search Screen appears, enter the Social Security number * for the employee whose SF50's you want to see and click on the Track SF50's button. At this point, one of two things may happen. If you have permission to see the records for the SSAN that you entered then the Search Results Screen (figure 5) will appear. If your CSU userid does not have permission to see this SSAN then you will see an invalid SSAN message appear on the screen (figure 4).

* The Social Security number must be entered without any dashes (e.g. 123456789)

SF50 History Application User Guide

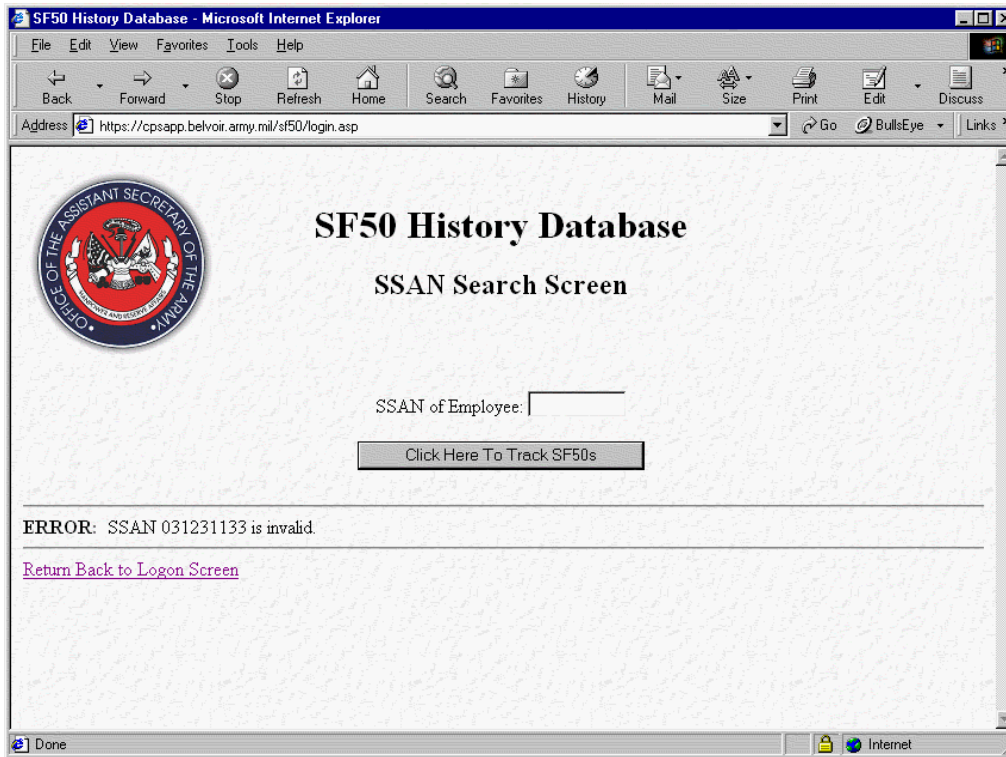


Figure 4

If this screen appears, verify that you entered the correct SSAN. If you did enter the correct SSAN, then check with your local CSU account administrator to see if your userid has access to this employee.

SF50 History Application User Guide

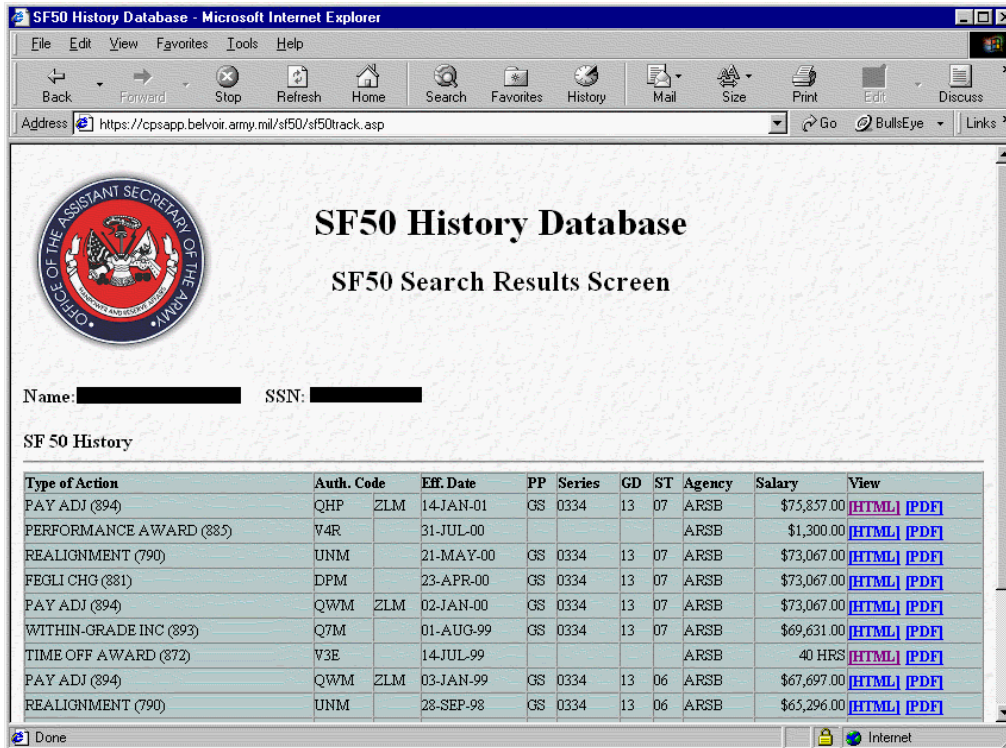


Figure 5

This screen lists all of the SF50's that are in the database for the employee you have selected. They are listed by effective date in descending order, with the latest SF50 first. To the right of each entry, there are two links. The first link is labeled HTML and when clicked will bring back the selected SF50 as an html document. This is fine for viewing but should not be used if you plan on printing the SF50. It will print but it will not look like an official SF50. The second link is labeled PDF and when clicked will bring back the selected SF50 as a pdf document. This document can be printed to your local printer and is formatted to look like the original SF50. Figure 6, below, is a sample of how the html version of the SF50 looks in the browser.

SF50 History Application User Guide

SF50 History Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit Discuss

Address https://cpsias1.belvoir.army.mil/cgi-bin/wcgi60?sf50_prodkey&server=rep60_cpsias1&DESFORMAT=HTMLCSS&DES Go BullsEye Links

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management
FPMR, 51 CFR 1.610-6

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]		2. Social Security Number [REDACTED]	3. Date Of Birth 07-06-48	4. Effective Date 01-14-01
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FIRST ACTION					SECOND ACTION				
5-A. Code 894	5-B. Nature Of Action PAY ADJ				6-A. Code	6-B. Nature of Action			
5-C. Code QHP	5-D. Legal Authority REG 530.306 (A) (1)				6-C. Code	6-D. Legal Authority			
5-E. Code ZLM	5-F. Legal Authority CPM 2000-19 DATED DEC 26, 2000				6-E. Code	6-F. Legal Authority			

7. FROM: Position, Title and Number COMPUTER SPECIALIST (PROG ANALYSIS) 90141					15. TO: Position, Title and Number COMPUTER SPECIALIST (PROG ANALYSIS) 90141				
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8 Pay Plan GS	9 Org. Code 0334	10 Grade Level 13	11 Step Rate 07	12 Total Salary \$73,067.00	13 Pay Basis PA	14 Pay Plan GS	17 Org. Code 0334	18 Grade Level 13	19 Step Rate 07	20 Total Salary/ Award \$75,857.00	21 Pay Basis PA
17A. Base Pay \$67,003	17B. Locality Adj \$ 6064		17C. Adj. Base Pay \$73,067	17D. Other Pay \$ 0		18A. Base Pay \$72,258	18B. Locality Adj \$ 3599		18C. Adj. Base Pay \$75,857	18D. Other Pay \$ 0	

14. Name and Location of Position's Organization HQDA 601921C US ARMY CIV PERS FIELD AGENCY PROGRAM SUPPORT DIV CIV PERS INFO SYS BRSTS ANAL&PRGM TM WASHINGTON, D.C.					22. Name and Location of Position's Organization HQDA 601921C US ARMY CIV PERS FIELD AGENCY PROGRAM SUPPORT DIV CIV PERS INFO SYS BRSTS ANAL&PRGM TM WASHINGTON, D.C.				
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EMPLOYEE DATA									
23. Veterans Preference		24. Tenure		25. Agency Use		26. Veterans Preference for RIF			
1	1 - None 2 - 5 Percent 3 - 10 Percent Disability 4 - 10 Percent Compensable 5 - 10 Percent Other 6 - 10 Percent Compensable 50%	1	1 - None 2 - Permanent 3 - Conditional 4 - Indefinite			YES	X	NO	

Done Internet

Figure 6

When you are done viewing a SF50, you can use the back button on the browser to return to the list of SF50's and select another SF50 for viewing.